

From: Sherry Gates
Sent: Tuesday, March 13, 2012 9:57 AM
To: Elizabeth Iniguez
Subject: RE: Question regarding State of Arizona Travel Policy Applicability

The Arizona Travel Policy was written for State employee's traveling on State business. Other entities have elected to adopt the policy or modify it to suit their individual situations. An entity may use the State Travel Policy as a guideline and may grant any exceptions to the policy as necessary.

From: Elizabeth Iniguez
Sent: Monday, March 12, 2012 3:55 PM
To: Sherry Gates
Cc: Elizabeth Ortiz
Subject: Question regarding State of Arizona Travel Policy Applicability

Hi Sherry,

I appreciate having the opportunity to speak with you today regarding whether or not APAAC is required to follow the guidelines in the State of Arizona Travel Policy (please see attached).

Regarding your question as to whether APAAC is a state "agency", as opposed to a state "entity", it is our understanding that APAAC is not an agency. APAAC was created by ARS 41-1830, which established a Council, and provided funding through a percentage of the surcharges that criminal defendants pay (i.e. APAAC received no general fund money from the State).

The issue regarding whether or not APAAC is required to follow the State of Arizona Travel Policy recently arose when we were dealing with two (unrelated) issues:

- 1) How to proceed with making hotel accommodations in a rural Arizona town where the hotel would not accept the state per diem rate; and
- 2) Whether APAAC could reimburse conference attendees for their hotel and meals when they live within 50 miles of the conference sight (we have one large conference a year, and would like to allow all attendees the opportunity to stay at the conference hotel for networking, etc.)

Please let me know if you need additional information to be able to answer my question.

Thank you so much!

Thank you,
Elizabeth Iniguez-Reyna
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